

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief Deputy Administrator, Correctional Program, CEA
(Working Title: Deputy Regional Administrator)
Division of Adult Parole Operations

Region 3 - Los Angeles**
Region 4 - Diamond Bar

FINAL FILING DATE: April 27, 2009

SALARY RANGE: \$9,186 - \$10,247

DUTIES/RESPONSIBILITIES:

Under the direction of the Regional Parole Administrator, Division of Adult Parole Operations, the incumbent is responsible for field operations for the assigned Region and for the development of security and auditing procedures to ensure full compliance with the Director's Rules and Regulations in their Region. In addition, the Deputy Regional Administrator has supervision over staff and serves in an acting capacity as the need arises.

Duties include, but are not limited to:

- Formulates policies and procedures for field operations; coordinates development and implementation of new programs; analyzes growth and future staff needs; and monitors/reviews staffing patterns, space, and equipment needs for future growth.
- Monitors operations for delivery of services and workload; directs audits to ensure compliance with policy; formulates objectives to facilitate the accomplishment of departmental goals, which are used to measure work performance of administrators and supervisors; and communicates with parolees and their families/friends to resolve problems and complaints.
- Directs supervision over Parole Administrator I's; provides administrative direction and policy interpretation to administrators and supervisors; prepares probation reports and annual performance appraisals; performs second level review of staff work; consults with administrators regarding grievances and adverse actions; provides orientation to new administrators; monitors/reviews training of administrators; and participates in employment interviews and selection of staff, ensuring that the Region is in compliance with the Equal Employment Opportunity goals of the Department.
- Monitors/reviews regional operations; responds to contacts from the public, media, social services agencies, or law enforcement agencies; provides information to parole staff to facilitate public speaking and parole information sharing; works with local agencies, employers, and others interested in providing services to parolees within the community; and makes presentations to parole staff and community agencies on critical issues in field on parole operation issues and policies.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

The Deputy Regional Administrator, Division of Adult Parole Operations, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions

Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

EXAMINATION INFORMATION:

This examination will consist of pre-screening by an executive screening committee of the candidates' application and resume using predetermined evaluation criteria. Successful candidates will be invited for a Qualifications Appraisal Panel interview. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Regional Administrator, Division of Adult Parole Operations, CEA, Region 3, Los Angeles and Region 4, Diamond Bar vacancies. For further information regarding this position, please contact Toni Dodds at (916) 322-9223 or toni.dodds@cdcr.ca.gov.

****Vacancies currently do not exist in Region 3, Los Angeles**

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and resume must be submitted and postmarked by April 27, 2009 to Toni Dodds, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after April 27, 2009 will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office Executive Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.